

HEAD START HUMAN RESOURCES SPECIALIST

DEFINITION: Under general supervision, performs work of moderate difficulty in planning, developing, organizing and coordinating human resources activities for the Department of Head Start; serves as internal consultant in providing technical expertise and guidance in recruitment and selection, classification, performance management, employee relations/discipline and other human resources management programs in accordance with the Head Start Performance Standards, collective bargaining agreement, personnel policies and procedures; interprets and provides advice on standards, regulations, policies and procedures; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Consults with program managers in the planning, development and implementation of recruitment and selection procedures and recruitment strategies; oversees and coordinates recruitment and selection process including but not limited to advertisement, applicant screening, hiring and offers of employment; coordinates and conducts background checks, employee assessments and fingerprinting; monitors department adherence to recruitment and selection policies and procedures and regulatory compliance issues; resolves problems; provides guidance and assistance in areas of employee relations/discipline, performance management, classification and other human resources management programs.

Researches, analyzes and advises on specific employee relations concerns and disciplinary actions; works closely with the Department of Justice and the Department of Personnel Management on the interpretation of the applicable policies and procedures and in addressing human resources issues and makes appropriate recommendations; interprets and explains established standards, regulations, policies, procedures and collective bargaining unit issues; collaborates with management in the development and/or revision and implementation of department operating policies and procedures; coordinates with program managers and collaborates with the Department of Personnel Management to initiate classification and reclassification actions; maintains personnel files and records in accordance with applicable standards, regulations, policies and procedures.

In coordination with the Staff Development Coordinator develops training material and provides in-service and training to staff on specific staff development opportunities, degree programs and human resources policies, procedures, standards and processes; prepares required reports, correspondence and analysis for department requiring a thorough understanding of human resources management policies and procedures; participates in the budget development process and provides technical assistance in developing staffing projections; attends training, meetings and conferences to develop and maintain professional competence.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Head Start Performance Standards, regulations, collective bargaining agreement and applicable department policies and procedures.

Knowledge of the principles, practices and trends of human resources management.

Knowledge of specialized recruitment strategies for various types of positions.

Knowledge of the organizational structure of the Navajo Nation and department.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

Skill in setting priorities to meet established as well as changing deadlines.

Skill in applying judgment in the release of confidential information.

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Skill in researching, compiling and preparing reports and related information.

Skill in oral and written communications and presentations to a wide variety of audiences.

Ability to work cooperatively and jointly with agency offices to provide quality seamless customer service.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Human Resources or Personnel Management, Business Administration or closely related field; and two (2) year experience in human resource/personnel management.

PREFERRED QUALIFICATIONS:

- PHR Certification; FMIS Certification.
- Basic Management Training.
- Specialized human resources experience in recruitment, compensation, classification, employee relations, performance management or training.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a First Aid Certificate, and a Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.